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**USC
AT
SPARTANBURG**

FACULTY HANDBOOK

1982 SUPPLEMENT

T A B L E O F C O N T E N T S

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WHOM TO CALL

I. FACULTY, ACADEMIC

Chancellor's Office	Olin B. Sansbury, Jr.	200-202
Vice Chancellor for Academic Affairs	Ronald G. Eaglin	426,428
Associate Chancellors:		
Administration	Ted R. Eilenberg	230,231
Student Affairs	J. Thomas Davis, III	336-338
University Relations	Jan Yost	203-205

School of Business

Dean	Thomas H. Gunter	287
Assistant Dean	Ron Young	393
Accounting Concentration	Meyer Drucker	282
Data Proc. Concentration	Bert Menees	283
Econ./Finance Concentration	Sarah Rook (Economics)	284
	Michael Jilling (Finance)	286
Management Concentration		
Marketing Concentration	Faruk Tanyeloglu	403

School of Education

Dean	Arthur E. Justice, Sr.	373,378
Assistant Dean	Ed White	370
Director of Field Services	William Reitmeier	379
Early Childhood	Leo G. Bonner	371
Elementary	William C. Bruce	368
Secondary	Edwin White	370
Physical Education	Joe Bowman	258
Graduate Education	Judith Prince	353,365
Child Development Center	Heidi G. From	318,319

School of Humanities and Sciences

Dean	John B. Edmunds, Jr.	325-329
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Division of Fine Arts, Languages and Literature

Chairperson	Elizabeth S. Davidson	434
English	Elizabeth S. Davidson	434
Foreign Languages and Literature	Regis Robe	430
Journalism	Elizabeth S. Davidson	434
Music	Bryan Lindsay	360
Theater and Speech	James R. Cox	397

Division of Science and
Mathematics

Chairperson	David E. Taylor	214,215
Astronomy	James E. Barnes	254
Biology	Gillian Newberry	261
Chemistry	Ronald Sobczak	256
Computer Science	Daniel Codespoti	292
Geology	Lyle Campbell	251
Mathematics	Millard B. Ulmer	216
Physics	James E. Barnes	254
Pre-Engineering	James E. Barnes	254
Pre-Medical	Jack Turner	262
Pre-Pharmacy	Lawrence Moore	255

Division of Social and Behavioral
Sciences

Chairperson	Gordon Mapley	361
Anthropology	Conway W. Henderson	374
Criminal Justice	Conway W. Henderson	374
Government and International Studies	Conway W. Henderson	374
Geography	Edward C. Babin	333
History	Lee Holcombe	332
Philosophy	J. Thomas Allen	375
Pre-Law	Ronald Romine	356
Psychology	Gordon Mapley	361
Public Administration	Robert Elmore	376
Sociology	Friedrich B. Wenz	382

Interdisciplinary Studies

Coordinator	Marilyn Lipscomb	385,386
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School of Nursing

Dean	Virginia Barker	442
Director, A.D.N. Program	Nancy E. Babb	446
Director, B.S.N. Program	Cecilia Cogdell	445
Coordinator, Nursing Continuing Education	Adelaide Kloepper	459
Coordinator, Learning Resources Center	Julia S. Kugler	458
Student Advisor	Katy Murphy	443

Developmental Studies

Director	Jane Davisson	343
Assistant Director	Malcolm Sanders	351,342

II. FACULTY GOVERNANCE

Faculty Officers

Faculty Secretary	Nancy Moore	408
Faculty Secretary-Elect	Mim Shelden	357
Recording Secretary	Sarah Rook	284

Committee Chairpersons

Academic Affairs	Catherine Talley	301
Academic Forward Planning	Cecilia Cogdell	310
Admissions and Petitions	Jane Davisson	343
Athletic Advisory	Mim Shelden	357
Facilities and Utilization	Eb Barnes	254
Faculty Welfare	Valerie Burnie	410
Library	Brenda Hardin	306
Life Long Learning	Hermenia Gardner	345
Promotion and Tenure	Lee Holcombe	332
Student Affairs	Judy Kizer	363
Student Financial Aid	Judy Kugler	314
University Publications	Carol Smith	412
University Marshal		

III. ADMINISTRATIVE SERVICES

Advisement, Supplying Materials, Keeping Records	Deans	
Affirmative Action Officer	Ricky Walker	358
Audiovisuals, Reserving Equipment	Becky Gray	264,265
Ordering Films	Jane Bradley	
Auxiliary Services	Mike Bruce	417,418
Benefits	Treva Hamrick	323
Bookstore	Bryant Reeves	267,269
Calendar, Master	Jerry Baker	339
Coaches	Tom Davis	336-338
Computer Services	Eric Jolly	220
Continuing Education	John May	422,423
Counseling Students	Becky Edwards	412-415
Career Development	Carol Smith	412
Development Office	Jan Yost	203
Developmental Studies		
Director	Jane Davisson	343
Assistant Director	Malcolm Sanders	351/342
Emergency	Bill Fendley	269
Switchboard Closed		578-7827
Emergency Medical Service		9-911
Financial Aid	Jo Foster	226,227
General Studies (See Developmental Studies)		
Graduate Education	Judith Prince	353,362
Grants	Jan Yost	203
Handicap Officer	Malcolm Sanders	351
Intramural Sports	Jerry Baker	339
International Education	Regis Robe	430

Jobs (Notices)	Tom Vinegar	422,415
Library		
Reference	Valerie Burnie	
	Ellenor Harps	410,411
Interlibrary Loans	Valerie Burnie	
	Ellenor Harps	410,411
Reserve Material	Sheila Anderson	
	Mary Hanna	410,411
Approved Orders	Anne Bailey, Judy Dye	420
Arrival of Orders	Anne Bailey, Judy Dye	420
Division Budget	Anne Bailey, Judy Dye	420
Budget	Bob Perrin, Judy Dye	420
Library Policy	Bob Perrin	420
Class Instruction	Valerie Burnie	
	Ellenor Harps	410,411
Audiovisual, Library	Ellenor Harps	
	Debra Hunter	410
Lost and Found	Public Safety	269
Notarizing	Brenda Weaver	
	Linda Clardy	
	Treva Hamrick	322,203,323
Student Orientation	Jerry Baker	339
Parking, Stickers and Policy Enforcement	Public Safety	269
Paychecks		
Incorrect, Delayed, Withholding	Treva Hamrick	323
Distribution	Bob Connelly	230
Personnel Records	Treva Hamrick	323
Physical Plant	Rivers Hall	300,439
Printing Services	Sheila Williams	245
Public Relations	Doyle Boggs	210,211
Public Safety	Bill Fendley	269
Switchboard Closed		578-7827
Emergency Medical Service		9-911
Reading Clinic	Linda Metcalf	344
Records, Student	Beth Burgess	220
Registrar	Eric Jolly	220,221

Rooms		
Classrooms	Eric Jolly	220,221
Reserving	Cindy Belmont	415
Conference Room	Donna Bailey	210
Security	Bill Fendley	269
Switchboard Closed		578-7827
Emergency Medical Service		9-911
Students		
Organization, Activities	Jerry Baker	339
Address, Phone, Schedule	Records Office	220
Academic Records	Beth Burgess	220
Supplies	School Secretary	
Talent Search	Malcolm Sanders	351
Testing: Professional, Personal, Vocational SAT Applications	Kevin Smith	246
Traveling Road Shows	Becky Edwards	412
Tutoring Lab	Linda Metcalf	344
University Relations	Jan Yost	203,204
<u>This Week</u>	Doyle Boggs	210,211
Veterans		226,227
Word Processing	Sheila Williams	245

ORGANIZATION

MATERIAL ON THE FOLLOWING PAGES OF THE 8/81 FACULTY HANDBOOK HAS BEEN REVISED.

I-3 FACULTY COMMITTEE STRUCTURE--GENERAL

Names of Standing Committees.

Delete Cultural Affairs from the names of standing committees.

I-5 ADMISSIONS AND PETITIONS

Substitute the following paragraph for paragraph 1:

Consists of eight faculty members. Three are elected while five are appointed. One faculty member must be a member of the Developmental Studies staff. The Director of Admissions, the Registrar, and the Vice Chancellor for Academic Affairs are ex-officio members. The Director of Admissions serves as Secretary to the committee.

Duties. Add: To review continuation policies.

I-5, I-6 CULTURAL AFFAIRS

Delete all references to Cultural Affairs Committee. Committee abolished.

I-6 FACILITIES, UTILIZATION AND PLANNING

Add to ex-officio members of Facilities, Utilization and Planning: the Associate Chancellor for University Relations.

I-7 NOMINATING

Duties. Add: To nominate a faculty member to represent USCS on the Arts Council of Spartanburg County.

I-14 STUDENT AFFAIRS

Duties. Add: To review proposals for programs from a sponsoring school/division. To award grants to those proposed programs that satisfy the Committee's established criteria as long as budgeted funds are available.

REVISIONS (CONTINUED)

I-15 STUDENT FINANCIAL AID

Duties. To recommend to the Faculty Senate, not "to recommend to the Faculty".

I-15 UNIVERSITY PUBLICATIONS BOARD

Substitute the following paragraph 1:

Consists of five faculty members--three elected and two appointed--and four students appointed annually by the Chancellor from among nominations submitted by the Student Government Association. The Associate Chancellor for Student Affairs and the advisors of The Carolinian, The Carolana and Maggie's Drawers are ex-officio members. (NOTE: The advisor's membership on this committee counts as one of the maximum of two committee assignments for each faculty member.)

I-17 to I-21 THE FOLLOWING MATERIAL IS ADDITIONS AND REVISIONS TO ANNUAL REVIEW PROCEDURES

- A. Composition of Annual Review Committee. An annual review committee of five shall be elected by each school and/or division. The committee shall be composed of at least three tenured faculty members (when possible) and either one or two untenured faculty members. The Chairperson of the committee and the committee members should be elected during the first division/school faculty meeting in the Fall. When possible, the chairperson should be a tenured faculty member and at least one committee member should carry over from the previous year's committee. Neither faculty members who are in their first two years of employment at USCS nor faculty members who are seeking promotion and/or tenure, nor administrators responsible for conducting reviews within a school and/or division shall be eligible to serve on an Annual Review Committee. If a school and/or division has fewer than three tenured faculty members eligible for the committee, the faculty may elect more untenured faculty or choose to substitute tenured faculty members from another area. Only faculty members subject to review procedures should serve on the Annual Review Committee when a sufficient number of eligible faculty are available in any division/school.
- B. Faculty to be Evaluated. Faculty members who normally teach a load of 6 semester hours or more per semester will be subject to review by their school/division Annual Review Committee. In addition, a faculty member teaching fewer than six hours per semester will be subject to review if being considered for promotion and/or tenure.

REVISIONS (CONTINUED)

1. Faculty in the first two years of employment at USCS will be reviewed during each of their first two years of employment. Evaluation for first and second year faculty should be completed prior to employment decision deadlines.
2. Faculty members being considered for promotion and/or tenure will be evaluated during the first semester of that year. Other faculty members will be evaluated early during the second semester of their evaluation year.
3. All faculty members normally teaching six hours or more will be reviewed at least every five years including teaching associates, instructors, lecturers and tenured faculty. The five year rotation is to begin in the 1982-83 academic year. The 1981-82 chairpersons should be responsible for preparing a tentative five year plan for their respective school/division. This list of faculty to be reviewed within each school/division should be kept in each Dean's office where it will be available to the faculty. Faculty members scheduled to be reviewed in the 1982-83 school year should be notified by the present chairperson of their Peer Review Committee by May 1, 1982.
4. Any faculty member may request an evaluation by the Annual Review Committee during any semester.

C. Role of the Chairperson

1. The chairperson should inform each faculty member who is to be reviewed of 1) the calendar for the upcoming review and 2) the guidelines for file preparation.
2. The chairperson will indicate to the committee members the names of faculty to be reviewed and will also distribute the calendar, directions pertaining to the review and the appropriate review forms to the committee members prior to the review procedure.
3. The chairperson will write the summary review for each faculty member being evaluated. A tally of the number of individual letter evaluations should be recorded on the final summary review sheet.
4. The chairperson is responsible for seeing that the summary review is initialed by each member of the committee. This is to be done so that each committee member can indicate that he/she has seen the summarized comments. If disagreement arises over the summarized comments, it is the responsibility of the chairperson to rewrite the summary until agreement is reached or to copy each individual's comments as the summary statement.

5. The chairperson is responsible for a) sending the sealed individual evaluation forms and the summary review sheet to the Vice-Chancellor, b) sending the summary review sheet to the Promotion and Tenure Committee for faculty members being considered for promotion and/or tenure, c) sending the summary review sheet to the faculty member's immediate supervisor and Dean and d) sending the summary review sheet to the faculty member being reviewed.
6. The chairperson shall attempt to keep the unsigned reviews and the summary review sheet confidential and accessible only to those mentioned above.

D. Responsibilities of Annual Review Committee Members

1. Each committee member is to review the annual review files of each faculty member being reviewed and complete and evaluation form for each of these individuals. These individual reviews should not be signed.
2. It is the responsibility of each committee member to keep confidential the contents of the annual review files, his/her individual evaluations and the summary review sheets.
3. It is suggested that each section of the review have a written comment to support the evaluation.

E. Annual Review Files. The Annual Review files of the faculty members being reviewed shall be kept in the secretary's office in each division/school and used in a private area. Should the faculty member be up for review by the Promotion and Tenure Committee, the faculty member may place his/her file in the Promotion and Tenure file presently housed in the administration building.

F. Calendar. The deadline for submitting material to the division/school Annual Review Committee for faculty members being evaluated will appear in the faculty evaluation calendar printed in the Faculty Handbook. Notification of the upcoming evaluation for faculty members not seeking promotion and/or tenure should be given by the chairperson of the Annual Review Committee to the faculty member at least two weeks prior to the deadline for submitting annual review files.

G. Faculty members may write a response to the summary review within two weeks after receiving the summary. The response must be signed by the Chairperson to acknowledge receipt before forwarding the response through appropriate administrative channels.

H. Any division/school may adopt other annual review policies than those stated herein if these policies do not conflict with the general guidelines set forth in this statement. Such policies must be written and approved by the Faculty Senate.

PROCEDURES

SCHEDULED MEETINGS FOR 1982-83

(Materials for agenda must be submitted 9 calendar days before the Senate or Faculty meeting. All meetings are on Fridays unless otherwise noted.)

September 3, Faculty Advisory, 12:30, Conference Room
September 10, General Faculty Business Meeting, 12:30, Tukey
September 17, Faculty Senate, 12:30, Library Room 268
September 29, (WEDNESDAY), Faculty Advisory, 12:30, Conference Room
October 15, Faculty Senate, 12:30, Library Room 268
November 5, Faculty Advisory, 12:30, Conference Room
November 19, Faculty Senate, 12:30, Activities Building
December 3, Faculty Advisory, 12:30, Conference Room
December 15, (WEDNESDAY), Faculty Senate, 3:00 p.m., Activities Building
January 14, Faculty Advisory, 12:30, Conference Room
January 28, Faculty Senate, 12:30, Activities Building
February 4, Faculty Advisory, 12:30, Conference Room
February 18, Faculty Senate, 12:30, Activities Building
March 4, Faculty Advisory, 12:30, Conference Room
March 18, Faculty Senate, 12:30, Activities Building
April 4, (MONDAY), Faculty Advisory, 12:30, Conference Room
April 15, Faculty Senate, 12:30, Activities Building
April 22, General Faculty Business Meeting, 12:30, Tukey

Cooperation with other Colleges

The faculty at USCS supports in principle the cooperation with other area colleges in sharing faculty. The following steps should be taken to make this program effective:

1. Each USCS department, division or school should be given the opportunity to suggest courses which cannot be taught by USCS faculty but which would contribute significantly to our curriculum.
2. If the proposed course to be taught at USCS is not currently in our catalog, the school or division Academic Affairs Committee should determine if it should be a regular addition to our catalog. If they decide that it is an important addition, it should be added to our offerings in the normal manner by proceeding through the Academic Affairs Executive Committee and the Senate. If it is determined by the school or division academic affairs committee and the Executive Academic Affairs Committee that it should not now become a part of our normal catalog offerings but would be a useful temporary addition, it can be approved by the Vice Chancellor for one semester only.

3. In cases in which one division or school contributes a faculty member to the exchange program and another division or school receives a visiting instructor, the budgets should be appropriately adjusted so that the contributing discipline does not suffer a loss in its capability to offer necessary undergraduate instruction.

Graduate Regional Studies

The faculty of the University of South Carolina at Spartanburg supports the continued cooperation of USCS with the Graduate Regional Studies program of the University of South Carolina system. This cooperation can be beneficial to the University of South Carolina system, the USCS faculty, and both the undergraduate and graduate students on the Spartanburg campus, with proper planning.

1. The use of USCS instructors will enable graduate students in the Spartanburg area to confer more easily with their professors throughout the week.
2. The use of USCS faculty as instructors will enable the University to spend its limited financial resources on assets such as library books, rather than on travel money.
3. USCS professors are normally more familiar with the extent and limitations of the USCS library holdings in their area than are USC Columbia professors.
4. When courses are offered at the 500 and 600 level which are open to both graduate and undergraduate students, USCS undergraduates can benefit from additional course offerings which might otherwise not be available to them.
5. The opportunity to teach a graduate course often makes a significant contribution to the professional development of USCS faculty by allowing more opportunity for specialized reading or research. This is particularly important because opportunities for sabbaticals and released time for research are rather limited.
6. Jointly administered programs, such as the MPA program, bring significant financial resources to USCS which can be used for academic purposes such as improving library holdings.
7. Normally, a graduate course will be taught by a USCS faculty member as a substitute for an undergraduate course. No necessary undergraduate courses, however, shall be cancelled to provide instruction for graduate courses. The payment which comes to USCS for providing a faculty member to teach a graduate

course will be assigned to that faculty member's division or school as a general rule. As in the case with undergraduate teaching assignments, over-load payments to individual faculty will be made only in exceptional circumstances, and only with the prior approval of the Chancellor.

Student Evaluations

The primary purpose of the teaching evaluations at USCS is to improve the quality of instruction. As such, the evaluations are to be used mainly by the individual faculty member being evaluated.

As a secondary purpose, the evaluations may be used as one evidence of teaching performance in administrative decisions regarding promotion, tenure, and salary. The faculty member may submit additional evidence from other measures. These measures include but are not limited to: course syllabi, evidence of course development (either a new course or existing course), evidence of research, video-tapes for evaluation by peers, classroom assessments made by other faculty, additional course work, or a pre-and post-test measure of student achievement.

Copies of all numerical data generated by the student evaluation shall be forwarded to the individual faculty member and to the immediate rating administrator for that faculty member. An additional copy will rest in the Office of the Vice Chancellor for Academic Affairs. Student's written comments may be submitted to the rating administrator at the option of the faculty member.

All full-time faculty will be evaluated each semester, if non-tenured, at least annually if tenured.

If, in the opinion of the rating administrator, the academic dean, or the Vice Chancellor for Academic Affairs, the evaluations indicate any serious deficiencies in teaching performance, the administrator shall hold a conference with the affected faculty member and the specific deficiencies noted in writing in a formal memorandum. The faculty member will have the opportunity to respond to the administrative assessment. This provision should not be understood as precluding informal unwritten communication between faculty and rating administrator. Only if the teaching deficiencies are seen as significant must the response be documented in writing.

Recommendation Two: School or Division Discretion.

Each school or division should be permitted to design its own student evaluations with the approval of the Vice Chancellor for Academic Affairs. All faculty in each school or division must be

offered ample opportunity to participate in the design of the questions asked by the evaluation. The Vice Chancellor shall reproduce and distribute the new evaluations for use in place of the current evaluations upon completion of the former.

Recommendation Three: Possible University-wide Questions.

Each school or division shall work with the Vice Chancellor to ascertain if common questions exist across the University. The structure of school or division input shall be determined by that school or division.

Recommendation Four: Statistical Data

Frequency distributions for individual questions will be distributed to the faculty. Other statistics may be generated upon approval by the Senate.

Recommendation Five: Statement of Teaching Objectives.

Each school, division or academic discipline should prepare a clear and succinct list of their teaching goals and objectives and the questions they wish to incorporate into their version of the teaching evaluation to determine if these goals and objectives are being met. Each individual faculty member must be provided the opportunity to participate in the designing of such statements. Upon approval by the appropriate dean and Vice Chancellor for Academic Affairs, these reports should be placed into the Faculty Handbook so that they are available readily to every faculty member. Copies of the reports should also be placed on file with all rating administrators and with the Vice Chancellor for Academic Affairs.

All statements of teaching goals and objectives should be submitted to the Faculty Senate. The Senate will determine (1) that each school, division, or discipline has a statement of such teaching goals and objectives, (2) that each statement contains an orderly procedure for the administration of the evaluations and (3) a procedure for allowing a faculty member to respond to administrative assessments made on the basis of the evaluations.

Recommendation Six: Student Evaluations and the Evaluation Process.

The Chancellor, Vice Chancellor for Academic Affairs and any other persons of their choosing should explore the connections between all of the faculty evaluations and the place the evaluations hold in the processes of improving teaching and administrative decisions regarding employment conditions. The results of this analysis should be distributed for the whole faculty.

Release Time Guidelines

The Faculty Advisory Committee agreed that the primary purpose of Faculty Release Time and the chief criterion for extending release time should be research and creativity. However, as many members of the faculty would find themselves handicapped by lack of equipment and facilities in pursuing research interests, the research and creativity criterion was expanded to include improvement of skills not mandated by minimum job description, but which are related to the individual's job. The hope was expressed that with changes on campus, specifically, improved facilities, research might become the major emphasis in the future.

The Committee offered the following as examples of research or creativity for which release time might be granted: (1) production of a work of art, such as writing a book, play or producing a photography exhibition; (2) research for a book or article; (3) preparation and analysis of survey or questionnaire results, not related to administrative activity; (4) gaining experience in job-related areas.

The Committee agreed that a release time proposal stressing research and creativity may be rejected if, in the judgment of the Committee, the proposal lacked merit. In the event that no proposals dealing with research and creativity, or improvement of skills were received or the event that such proposals as were received were judged inadequate, an additional criterion, curriculum development, could be used to justify extension of release time.

In addition to the above, the Committee suggested the following procedures for considering release time proposals:

1. Faculty Release Time should not be awarded for the purpose of facilitating pursuit of a higher educational degree. (Administrative Release Time may, however, be appropriate in this circumstance.)
2. Normally, individuals who would have release time from one source (e.g., Faculty Secretary) would be ineligible from also receiving faculty release time during the same semester.

3. The first criterion for faculty release time should be research or creativity; the second criterion should be improvement of job skills. Only if these criteria are not met should proposals dealing with curriculum development be considered. Administrative release time may be appropriate for community service activity.
4. Librarians, as faculty members, are eligible for faculty release time.
5. Typically, release time would be limited to one semester per year; extraordinary circumstances, however, may result in more than one semester of release time within one year.
6. The rank order of proposals assigned by the Committee should be made known by the Faculty Secretary to those submitting proposals; an explanation of the Committee's reasoning underlying the ranking should be made available. This procedure, it was hoped, would result in higher quality proposals, as well as insuring a greater measure of fairness.
7. Typically, the proposals will be two to four pages in length and will include a description of what will be done with the release time. The Committee will grant no interviews, but will make its judgment upon the written proposal alone.
8. A cover sheet shall be provided for the proposals. The cover sheet will contain spaces for signatures indicating approval of the proposal. Routing of the proposals shall be as follows:
 - (1) assistant dean/chairperson, (2) deans of appropriate schools, (3) the Advisory Committee, (4) the Vice-Chancellor for Academic Affairs.

University of South Carolina - System Libraries



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